

# **STUDENT TRANSPORTATION HANDBOOK**

## **WINNECONNE COMMUNITY SCHOOL DISTRICT**

### **WINNECONNE, WI**

#### **RIDING THE SCHOOL BUS**

This pamphlet has been prepared to help students, parents and teachers understand the rules and regulations pertaining to school transportation. Please read it carefully and talk with your children about bus rules and bus safety. The rules must be followed to ensure a safe ride to and from school each day.

Students riding buses are subject to Wisconsin statutes dealing with bus transportation, Board of Education policies or rules and procedures established by the administration and the bus drivers.

#### **SCHOOL BOARD POLICY**

The district will provide that buses pick up students at their door if their home is located .3 of a mile or more for pupils in grades K-5 and .5 of a mile or more for pupils in grades 6-12 (from pupil's home to bus pick up) on dead-end roads or private driveways providing there is adequate turnaround space and an adequate roadway. Such determination shall be made by the Transportation Coordinator.

The district will transport all village children who live west of the bridge and middle school and high school students living south of Pleasant Drive on the east side of the Village.

#### **BUS SAFETY RULES**

Each pupil who rides a bus will be expected to behave in a manner which will make the ride safe and pleasant for passengers and driver and keep the bus on schedule. The following minimal rules have been established by the Board of Education.

1. The bus driver is in complete charge of the bus. His or her directions are to be obeyed promptly and respectfully.
2. Bus riders are to be waiting and prepared to promptly board the bus when it arrives at the assigned pickup point. Help keep the bus on schedule.

3. Upon entering the bus, take your seat quickly without disturbing or crowding other students. No one is allowed to stand while the bus is in motion.
4. Be reasonably quiet while on the bus. Yelling, loud talking or laughing, or any other unnecessary confusion diverts the driver's attention and may result in an accident.
5. Help keep your bus clean and neat at all times.
6. Bus riders are to be courteous and cooperative with fellow students and the bus driver.
7. If seats are assigned by the bus driver, students are to sit in their assigned seats.
8. Keep absolutely quiet when approaching a railroad-crossing stop.
9. When about to leave the bus, remain seated until the bus stops. If you must cross the road after getting off the bus, cross in front of the stopped bus--at least 10 feet in front of the bus. Do not cross the road until the driver signals that it is safe for you to cross.
10. Students must ride on the bus to which they are assigned by the central office.
11. Students are to get off the bus only at their assigned stop unless written permission from a parent is presented at the office, where a bus pass will be issued.
12. Only persons authorized by the central office administration may ride a school bus.

**ALWAYS WATCH FOR A SIGNAL FROM THE BUS DRIVER INDICATING THAT IT IS SAFE TO CROSS THE ROAD.**

### **SCHOOL BUS DISCIPLINE**

The purpose of this administrative rule is to standardize the school bus discipline procedures. In order to have a successful school bus operation, an organized procedure for handling school bus discipline is important. The following guidelines will be used for handling discipline problems on a school bus.

Students riding school buses are expected to cooperate to the fullest extent with the bus driver. The bus driver has the same authority over students riding the bus as a teacher has over students in a classroom.

Bus drivers have the option to give verbal warnings for minor offenses or may choose to file a school bus incident report with the school office. If reported, the administrator determines what step placement or action should be taken due to the severity of the incident.

**Step 1**—A completed School Bus Incident Report is filed in the school office. The incident report will be sent to the parents.

**Step 2**—The completion of a School Bus Incident Report is filed in the school office. The student may be suspended from the bus for up to two (2) days. The parents will meet with the Principal and the Transportation Coordinator.

**Step 3**—The completion of a School Bus Incident Report is filed in the school office. The student may be suspended from riding the bus for up to three (3) days. Along with the incident report, a letter from the District Administrator indicating that, should there be another incident, the student may be expelled from riding the school bus.

**Step 4**—Should there be an additional incident after the procedures listed above have been followed, the student will be suspended from the bus for 15 days pending a hearing before the Board of Education. The Board will review the incidents and make a determination as to whether the students will be allowed to continue to ride the bus or be denied transportation for a specific period of time.

Appropriate behavior may be rewarded in the progressive step system. If a bus incident report is filed after 45 days of “incident-free” time period, the student may remain at the current step rather than progressing to the next step. For example, depending on the severity of the incident and a 45-day “incident-free” time period, a student at step 2 may remain at step 2.

The school board or administration reserves the right to suspend and/or terminate a student’s bus riding privileges upon the occurrence of any misconduct depending on the severity of the incident.

When disciplinary actions occur at the end of a school year, and time does not permit a suspension to be served; the suspension will be held the next school year.

We believe that riding the school bus is a privilege and students must earn that privilege by maintaining appropriate discipline. It is our hope that we will never have to use the full procedure outlined here.

### **EXTRA CURRICULAR ACTIVITIES**

In the event of a student problem, the advisor or coach is responsible for student behavior. The following procedures will be used:

**First Incident** - Verbal reprimand.

**Second Incident** - Written warning. A meeting will take place between the Transportation Coordinator, Athletic Director, Principal, coach or advisor and student.

**Third Incident** - Student is suspended from next event or activity. A meeting between the aforementioned people will take place.

**Fourth Incident** - Removal from sport or activity.

### **SNOW DAYS**

If school is called off because of inclement weather either before school begins in the morning or during the day, an announcement will be made on radio stations and TV stations:

#### **Radio Stations**

WOSH 1490

WNAM 1280

WUSW US 96

WOGB 103.1

WVBO 103.9

WHBY 1150

WPKR/WPCK Packer 99.5 & 104.9

KFIZ 107.1

#### **TV Stations**

WLUK FOX 11

NBC 26

WACY UPN-32

WBAY – Channel 2

WFRV – Channel 5

We have two-way radios in our buses, which enable us to communicate with the drivers to determine highway conditions and the location of a bus, which may be late on its scheduled route.

### **EVACUATION DRILLS**

Bus evacuation drills are held twice yearly in compliance with state law. Drills are held during School Bus Safety Week in October and again in April. It is important for students to learn the procedures for an orderly evacuation of the bus should an emergency occur.

### **BUS PASSES**

A student may only ride the bus to which he or she is assigned. **All** students wishing to ride another bus, or get off at a house other than their own on their regular route, must bring a note from a parent to be presented at the office, where a bus pass will be issued. **Any child without a permission slip will be placed on their regular assigned bus.** If

the child is being picked up after school, the parent must send a note to his or her teacher. A verbal explanation from the student **will not be accepted**. Without this note, your child will be placed on his or her assigned bus.

### **VIDEO CAMERAS**

The Winneconne Community School District Board of Education has approved the use of video cameras on school buses for the primary purpose of reducing disciplinary problems. This allows drivers to focus their attention on driving the buses in order to maximize safe transportation for all students.

Only the transportation coordinator, bus drivers, bus contractors, principals and the district administrator shall be authorized to view the videotape under normal circumstances. Disciplinary action may be taken with a student based on video documentation.